

Example of a Pre-Construction Checklist

OWNER RESPONSIBILITIES:

- Remove contents of work areas prior to start of job
- Remove and/or cover rugs, furniture, window treatments, electronics, pianos, antiques, pictures, breakables, and valuable items
- Remove valuables from site and keep in a secure location
- Check walls, ceilings, floors, baseboards, trim, etc. for pre-existing scratches, cracks, and conditions
- Turn off the HVAC during days of increased dust: drywall, popcorn ceilings, tile removal
- Turn off security alarm during project and review lockbox daily
- For safety reasons, keep all children and pets away from project site
- Keep the lines of communication open with the contractor – bring up any questions or concerns ASAP
- Assign a main “go to” person for decisions, discovering unknowns, or last minute changes

CONTRACTOR/INSTALLER RESPONSIBILITIES:

- Protect carpet, floors, and walkways used during project
- Cover doorways adjacent to work area with plastic
- Debris will be transported through home; installers will remove debris within two days
- Addresses any questions, concerns, or requests for additional work

***Do not allow access to anyone claiming to be with the company or working on the job after normal working hours unless a prior arrangement has been made and you are expecting them.*

JOB SET-UP:

- Designated homeowner for questions, changes, and last minute discussion
- Installers determine work areas
- Break areas and parking arrangements for installers
- Restroom available for installers
- Security of home and pets
- Storage of materials
- Utilities: electric, water, gas, sprinkler

PRODUCTS:

- Items to save after removal and their storage location
- Material selections to be determined with due dates
- Discuss any items not listed in contract (additional charges)

CHANGE ORDERS:

- Request changes from contractor
- Change orders extend the project timeframe
- Change orders are billed at Time + Materials or a quoted price
- When unforeseen circumstances arise, project will automatically continue and be billed at Time + Materials
- Plumbing/electrical: even small changes typically result in extra costs

PROJECT COMPLETION:

- Punch List: please review each phase of the project for punch list items within three days
- A final walk-through will occur at end of project with the homeowner and contractor